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Route To:

Subject: EaTIS Implementation Activities

To: Regional Foresters

As we announced in July (in a memo dated July 29, 2005, entitled *Management of Emergency Equipment Rental Agreements (EERAs) and National Fire and Aviation Contracts - CY 2006*), the Equipment and Training Inventory System (EaTIS) will be adopted in 2006 as the national application for developing and maintaining Emergency Equipment Rental Agreements (EERAs). This memo serves to provide additional information on the rollout of EaTIS and responsibilities that each Region will have in making this a successful implementation.

Background

EaTIS is a web-based application that has been in use in the Pacific Northwest for the last two years. It has been successfully implemented there for the development and maintenance of engine and water tender EERAs and includes functionality for documenting vendor equipment inspections, vendor personnel qualifications, and vendor performance evaluations.

The Forest Service Acquisition Management and Fire and Aviation Management staffs have made a decision to implement EaTIS nationally in 2006 based on a number of factors, including the recognized need for standardization of EERA equipment and methods of hire across the agency, the recommendations included in the USDA Office of the Inspector General Audit of Forest Service EERAs (Report No. 08601-40-SF, dated July, 2005), and the need to streamline our incident business processes to facilitate the automation of acquiring, ordering, utilizing, and paying incident resources.

EERAs and EaTIS

The acquisition processes associated with EERAs will move closer towards Federal Acquisition Regulation (FAR) competition and performance tracking standards in 2006. Processes implemented both within and outside of EaTIS will help to facilitate this change. Outside of EaTIS, the Forest Service will use full solicitations and FedBizOpps announcements to meet incident acquisition needs for many equipment types in 2006. Within EaTIS, vendors will submit their offers, inspectors will certify that equipment has met its required qualifications, and Contracting Officers will award EERAs and track vendor past performance. EaTIS will produce a number of reports, including best value or pricing-based dispatch tables that can serve as a decision-making tool for dispatchers.

It is important to note that EaTIS does not duplicate the functionality of existing AQM applications such as the Integrated Acquisition System or I-Web. It instead is configured to meet the unique needs and processes of incident acquisitions. In 2006, this information will feed



Development of a Regional Three-Year Plan

Each Region will be required to submit a three-year plan documenting when they will solicit for each type of equipment that they sign up on EERAs. Each Region will be required to solicit for at least three equipment categories in 2006 – engines, tenders (both support and tactical, if applicable; note that water trucks fall under the support tender category), and buses (coach buses and crew buses). By 2009, it is expected that all Regions will issue solicitations and obtain competitive rates for all EERAs.

Long Term Vision for EaTIS

It is the long-term vision of the Forest Service that EaTIS will serve as the system of record for all incident acquisition documents (contracts, agreements, etc). For 2006, EaTIS will house EERAs and aviation contracts. Note that aviation contracts will be *entered* into EaTIS but will not use the full functionality of EaTIS like EERAs will. We anticipate having a few units from the Department of Interior (DOI) join us by using EaTIS in 2006 as a DOI pilot of the system in preparation for a possible national rollout of EaTIS for all DOI EERAs in 2007. Also in 2007 we anticipate the rollout of additional modules in EaTIS to accommodate other incident acquisition instruments such as regional and national non-aviation contracts.

EaTIS Implementation Timeframes and Regional Requirements

The table below summarizes major EaTIS milestones occurring over the next few months. This list is thorough but may not be all-encompassing, as the rollout continues to move forward:

Date	Activity	Description
Mid-December, 2005	EaTIS Beta Testing	Regional AQM and FAM-Ops representatives (approx 3 per Region) had the opportunity to be trained on and beta test EaTIS
Mid-January, 2006	EaTIS – EERA Module Training Availability	EaTIS training (web-based and user guides) will be made available to field units
Late January, 2006	Regional 3-Year Competition Plan due	Additional guidance will be sent by the WO in early January.
Late January, 2006	Regions must identify process for completing inspections	Regions must designate inspectors (based on zip code or other geographic basis) for equipment and training qualifications. Resources may be in-house or contracted.
Feb 6, 2006	EaTIS Version 2.0 Rollout (EERA Module)	EaTIS will be available for use by the Regions
Feb 6, 2006	EaTIS Helpdesk will be operational	EaTIS will have a single national helpdesk, which will be available to answer EaTIS questions from 8 am to 8 pm est, M-F.
Mid-February, 2006	EaTIS – Aviation Module Training Availability	EaTIS training (web-based and user guides) will be made available to field units
Feb to March, 2006	Assign equipment and training qualification inspections	As solicitations close, Regions must know which resource, FAM-Ops or a contracted resource, will perform equipment and training qualification inspections.
March 6, 2006	EaTIS Version 2.1 Rollout	EaTIS aviation contracts module will be available

	(Adds Aviation Module)	for use by the Regions
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The implementation of EaTIS and associated business processes represents a significant change to past business practices. As is evident from the timelines presented above, we are moving forward rapidly with the implementation. I ask that you carefully review the new requirements presented in this document and begin to prepare for the national rollout of EaTIS. Additional detail on the requirements from a Fire and Aviation Operations perspective will be sent in the near future under File Code 5100. If you have questions, please contact your Regional EaTIS AQM or Equipment Operations Specialists or any of the individuals listed below.

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Mary Ann Szymoniak	(208) 387-5944	Fire & Aviation Management
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Thank you for your support of this national rollout in 2006!

/s/ Ronald E. Hooper
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Director, Acquisition Management

cc: AQM Directors
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